

Refer to Case No. _____

HUNTSVILLE BOARD OF ZONING ADJUSTMENT
HUNTSVILLE, ALABAMA

APPEAL UNDER THE ZONING ORDINANCE

(Instructions on Back)

The undersigned hereby appeals the decision of the Zoning Administrator of Huntsville, Alabama, wherein a ☐ building permit / sign permit ☐ use and occupancy permit is denied at _____

Lot _____ Block _____ Subdivision _____

The above referenced property is located in a(n) _____ Zoning District.

In accordance with plans, application and all data heretofore filed with the Zoning Administrator all of which are hereto attached and made part of this appeal.

The application for a ☐ building permit / sign permit ☐ use and occupancy permit is denied due to the fact that _____

_____ and a ☐ variance ☐ special exception is requested in this requirement as applied to the above referenced property.

I attest that the attached list of property owners will be notified of the Board of Zoning Adjustment meeting held in the Council Chambers of the Administration Building at 308 Fountain Circle on _____ at 6:00pm where they shall be invited to express their opinion of said ☐ variance ☐ special exception request.

Appellant:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

 is owner of subject property / has lease agreement for 2 years or more
_____ has purchase agreement that is contingent upon variance approval
_____ has power of attorney

Application ☐ does ☐ does not include a request for signage.

If signage is requested, include:

Number of signs _____

Type of signs _____

Location of signs _____

I hereby depose and say that all of the above statements contained in the exhibits transmitted herewith are true.

Print Name _____ Signature of Appellant _____

Telephone Number _____ Street Address _____

City, State and Zip Code _____

Sworn to and subscribed before me this _____ day of _____.

Notary Public _____

HUNTSVILLE BOARD OF ZONING ADJUSTMENT HUNTSVILLE, ALABAMA

INSTRUCTION GUIDE

The following actions must be accomplished before an "Appeal Under the Zoning Ordinance" will be heard by the Huntsville Board of Zoning Adjustment:

- A. An application for a license, building permit or sign permit must be completed and denied by a zoning official. Please redact any and all personal information from your license as Board of Zoning Adjustment cases are open to public view.
- B. Complete and have notarized an application of "Appeal Under the Zoning Ordinance" form.
- C. Obtain the official list of all property owners within 500 feet of the subject property and the plot plan from the Geographic Information Systems Department in the Annex Building. Written notification letters must be sent to all property owners listed informing them of your variance/special exception request and the date, time and place of the Board of Zoning Adjustment meeting. The Board of Zoning Adjustment Meeting is held in the Council Chambers of the Administration Building at 308 Fountain Circle, Huntsville, Alabama, 35801. It is not mandatory that surrounding property owners attend the meeting; however, they must be notified of the request and invited to attend the public meeting should they have questions or concerns. Written notification letters must be reviewed and approved by a zoning official prior to being mailed. Attach 1 copy of the written notification letter in your package submittal along with the official list of property owners and the plot plan. After receiving approval from a zoning official, letters to property owners should be mailed immediately, but no later than 7 days prior to the Board of Zoning Adjustment Meeting.
- D. If the "Appeal Under the Zoning Ordinance" is regarding a denied building permit application, 2 site plans, drawn to scale by a reputable surveyor or architect, are required. House plans are requested for new construction residential properties and additions.
- E. A hardship letter addressed to the Board of Zoning Adjustment explaining the physical hardship that exists on the property. A hardship letter must explain the special conditions and circumstances that exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or buildings in the same district. Zoning officials cannot assist the appellant with his/her hardship letter. Requests for a "Special Exception" do not require a hardship letter. Please see a zoning official and/or refer to Article 92.5.3 of the City of Huntsville Zoning Ordinance for Permitted Uses as Special Exceptions.
- F. If the appellant is the owner of the subject property, you must provide a copy of the recorded deed. If the appellant has a lease agreement for 2 years or more, the lessee has legal standing to request a variance as owner of the subject property. In this case, a copy of the lease agreement and a copy of the recorded deed must be submitted. Please redact any and all personal information from the lease agreement as Board of Zoning Adjustment cases are open to public view. If the appellant has a purchase agreement with the owner of the subject property, you must provide a copy of the purchase agreement and a copy of the recorded deed. Also, the purchase agreement must not expire prior to the Board of Zoning Adjustment Meeting and must be contingent upon receiving approval by the Board of Zoning Adjustment. Please redact any and all personal information from the purchase agreement as Board of Zoning Adjustment cases are open to public view.
- G. Power of attorney. (When applicable) If the appellant has power of attorney to represent the owner / lessee / purchaser of the property, the appellant must also submit a copy of the recorded deed / lease agreement / purchase agreement.
- H. A copy of the applicable page from the Official Zoning Map of the City of Huntsville. The Zoning Map of your property is obtained at the City of Huntsville Planning Department (2nd Floor) of the Administration Building. The zoning map is \$15.00 (cash or check only).
- I. Photos of subject property pertaining to your variance request.
- J. A \$25.00 Application Fee (cash or check only) made payable to the City of Huntsville.